



2023

City Manager's Report



March Edition

City of York: City Manager's Report

TO: Mayor & City Council

FROM: Dalton Pierce, MPA, City Manager

DATE: March 29th, 2023

SUBJECT: City Manager's Report – March 2023



The City Manager's report will be published each month for the City of York Citizens to be informed of City activities and updates. In addition, this report is provided at each regular scheduled City Council Meeting. I am pleased to send you an update on the City's recent activities for the month of March 2023. Please contact me if you have questions or need additional information at dpierce@yorksc.gov or 803-684-3742.

Events & Important Dates

- Upcoming City of York hosted events:
 - Cinco De Mayo, Friday, May 5
 - Summer Concert Series, 2nd and 4th Thursdays during Summer starting May 25
 - York Summerfest, Saturday, August 26
 - March for the Heart 5K, Saturday, March 18
 - 6th Annual Silver in the City, Friday, April 21 & Saturday, April 22
 - Will Frederick Memorial 5K Run for the Kids, Saturday, April 29
- The 40th Annual York Summerfest Sponsorship Packet and Vendor Packet were released in mid-March. They are available online at www.yorkscsummerfest.com.
- The Events Department welcomed Danielle Carilli to the team. Danielle will spearhead the Cinco De Mayo Celebration and help coordinate our other City events.
- City Council, Boards, & Commissions
 - April 3, 2023 - Board of Architectural Review at 6:30 p.m.
 - April 4, 2023 - Regular City Council Meeting at 6 p.m.
 - April 10, 2023 – Board of Zoning Appeals at 6 p.m.
 - April 17, 2023 – City Council Workshop at 5 p.m.
 - April 24, 2023 – Planning Commission at 6 p.m.

Administration

- Held the first Leadership Team Meeting on March 22, 2023, with all the department heads to discuss the FY23-24 Budget Schedule, Council meeting expectations, updates from each department, discussed the Five Elements of Emotional Intelligence, and discussed Part 1 of the 10 Characteristics of a Successful Organization.
- Continue to meet with various community stakeholders, local government executives, local businesses, and citizens.
- City Manager attended the second session for the Local Government Leadership Advanced Institute through the South Carolina City and County Management Association and The Riley Center on March 13-15, 2023, in Charleston, SC.
- Appeared on the WRHI Straight Talk Radio Show on March 23, 2023.
- Reviewing with the Human Resources Director the current organizational structure, processes, procedures, tangible and non-tangible benefits, programs, initiatives, and services, as well as the compensation study from 2021.

- Developed City Finance Policy, Street Acceptance Policy, and updated the City's Procurement Ordinance.
- Continuing to review documents that include the Comprehensive Plan, Zoning Ordinance, Utility Procedures, Budgets, Administrative Code, Fee and Rate Structures, Park & Rec. Master Plan, Compensation study, and all of the 2022 City Council meeting agendas and minutes.

Finance

- The three LGIP General Fund investment accounts earned approximately \$40k in interest this month with an average interest rate of 4.5%.
- The staff has provided all necessary financial documentation to the auditors for the FY21-22 audit, with auditors awaiting final reports from the State and York County.
- Staff are continuously completing journal entries, receiving payments and various revenues, processing account payables, generating work orders for public works and public utilities, and responding to citizen inquiries daily.
- Reviewing FY22-23 Budget expenditures and revenues to present to City Council for a possible budget amendment.
- Distributed FY23-24 Department Budget Request documents on March 28, 2023, with a due date of May 1, 2023.
- Reviewing current expenditures and revenues for FY2023 – 2024 Budget with the City Manager

Fire



Incident Type Group	Q1			Q2			Q3			Q4		
	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
100 - Fire	10	8	7	5	6	7						
200 - Overpressure/Overheat	0	0	0	0	0	1						
300 - EMS	77	89	88	91	88	75						
400 - HAZMAT	8	7	9	12	6	2						
500 - Service Call	5	10	8	3	7	7						
600 - Dispatched, Cancel En Route	22	28	20	13	22	22						
700 - False Alarm	13	13	21	15	16	11						
800 - Natural Disaster	2	0	2	2	2	0						
900 - Special Incident	1	0	0	0	0	0						
Total	138	155	155	141	147	125	0	0	0	0	0	0

FYTD Total Calls for Service 861

- Events, Training, & Other Updates
 - 3/1-3/3: SC EMS Symposium
 - 3/2: Fire and Life Safety Summit, Columbia, SC
 - 3/3: Career Fair - HCJ Elementary School
 - 3/4: Engine standby at York County HazMat Day
 - 3/5 - 3/11: LMSTI Training, Pueblo, CO
 - 3/7 - 3/16: FEMA ICS Training
 - 3/17: Career Fair - York Intermediate School
 - 3/17: Career Fair - Jefferson Elementary School
 - 3/28: York Fire Dept. Monthly Meeting and Training
 - Installed an irrigation system and ground lighting at Firefighter Park
 - Applied for the SAFER Grant and the AFGGrant

- Continue to paint, test and flow fire hydrants.
- Fire Station Study is ongoing.

Police

- Breakdown of the month for calls for service categories (see attached monthly report)
- Total Calls for service for the Fiscal Year = 5,949 (documented on the monthly report)

REPORT MONTH: FEBRUARY 02/24/2023 - 03/23/2023		
OFFENSE DESCRIPTIONS	CURRENT	Y-T-D
CRIMES AGAINST PERSONS		
HOMICIDE (09A-C)	0	0
KIDNAPPING (100)	0	0
ASSAULTS (13A-C)	21	52
RESISTING ARREST (90N)	0	5
SEX OFFENSES (11A-D,36A-C,370)	1	4
DOMESTIC OFFENSES (13A-C,90F, 90Z)	6	18
CHILD ABUSE/NEGLECT (90F)	1	2
UNLAWFUL USE TELEPHONE (753)	4	8
TOTAL	28	79
PROPERTY CRIMES		
ARSON (200)	0	0
ROBBERY (120)	0	1
BURGLARY (220)	5	11
LARCENIES (23A,B,D-H)	20	45
SHOPLIFTING (23C)	9	25
MOTOR VEHICLE THEFT (240)	1	4
USE OF VEH. W/O CONSENT (756)	0	1
FORGERY (250)	0	1
FRAUD (26A-F)	4	11
EMBEZZLEMENT (270)	0	1
STOLEN PROPERTY OFFENSES (280)	1	1
VANDALISM (290)	4	17
TRESPASSING (90J)	1	10
TOTAL	45	128
CRIMES AGAINST SOCIETY		
VIOL. DRUG LAW (35A)	6	39
WEAPONS VIOLATIONS (520)	1	3
PUBLIC DISTURBANCES (90C)	0	5
VIOL. CITY ORDINANCES (35B,90Z,NRP)	14	33
BEER/WINE/LIQ LAW VIOL (90G)	0	4
FALSE INFO/INTERFERING W/POLICE (90Z)	0	6
FUGITIVE FROM JUSTICE (90Z,NRP)	0	1
TOTAL	21	91

- Department Matters
 - Mitchell Wilson & Keith Davis promoted to Patrol Division Lieutenants
 - Lt. Jimar Gwinn lateral transferred from Patrol to Criminal Investigations Division (CID)
 - Sgt. Kiera Fayall (CID) attended Child Advocacy & Abuse symposium in AL.
 - Lt. Kevin Hoffman (CID) starts FBI National Academy Session #286 (April – June)
 - 03/16 – Chief Trail held monthly supervisors meeting with YPD Supervisors
- Community Events
 - 03/01 – YPD Policy Assessment with Municipal Association of SC
 - 03/02 – PFC E. Schmitt graduated Basic Law from SCCJA
 - 03/07 – 2023 YPD Citizens Academy initial class was welcomed by Chief Trail
 - 03/08 – YPD Admin hosted routine meeting with YSD1 School Safety Director
 - 03/11 – Community trash pickup (Councilman Hickey, Cummins-Meritor, Hillcrest Baptist)
More than 1 ton of litter was collected at this event.
 - 03/14 – YPD hosted week #2 of YPD Citizens Academy at the police department.
 - 03/21 – YPD hosted week #3 of YPD Citizens Academy at the police department.
 - 03/28 – YPD hosted week #4 of YPD Citizens Academy at the police department.

Human Resources

- Human Resource Q1 Target Area: Risk Management
- Initiatives:

- As part of the Q1 Target Area initiative, a completed internal HR audit for the following high-risk areas:
 - Legal Compliance
 - Payroll processes
 - Documentation
 - Onboarding and Off-boarding
 - As a result of the findings, adjustments will be made to our current systems to ensure best practices, particularly regarding documentation and payroll processes.
- All staff members have been added to our LocalGovU account, and a mandatory Anti-Harassment in the Workplace training has been assigned.
 - This will be the first of many mandatory rounds of training to be completed organization wide.
- Other news:
 - Submitted the initial Optional Employer Eligibility Determination Request Form for PEBA Insurance and will be awaiting confirmation of eligibility for a potential start date of 10/01/2023.
 - Audited current insurance payroll deductions to ensure accuracy.
 - Working with our Finance Director to explore different software options to replace our current system.
 - Preparing a comprehensive summary of all initiatives I have worked on, including internet, phones, lock systems, employee incentives, janitorial services, etc.
- Recruiting and Development

Role	Closing Date	Applications
Police Officer (2 total openings)	OTF	16
Total		16

 - Total New Hires for March 2023: 2 (1 - Community Events Assistant, 1 – Seasonal Parks and Recreation Employee)
 - Retention Rate for 2023: 98%
 - Voluntary Turnover Rate for 2023: 5.46% (1 police LT, 1 Community Events Assistant, 1 Finance Director, 4 Seasonal Rec employees)

Parks & Recreation

- Maintenance/Facilities:
 - Maintenance crew has continued to prep all six baseball fields for the upcoming baseball/softball season.
 - Maintenance has begun filling potholes at Magnolia Park.
- Athletics/Programs:
 - Prepared game schedules for 6 age groups in baseball and softball
 - Began baseball/softball games for ages 6-12
 - Completed registration tball, coach pitch, Dixie Boys, and 16u softball
 - Skills assessment for 16U and Dixie Boys will be held the week of 3/27 and drafted to teams
 - Gymnastics classes are held on Tuesdays
 - Picture day for 3/29 for softball and baseball teams
 - We are in communication with a company that we may use to bring a pickleball program to the recreation department.
 - We are also looking into developing and adult exercise program.
- Projects:

- Council adopted Resolution 23-03 to allocate funds for an outdoor fitness court as part of the 2023 National Fitness Campaign.
- The restroom renovations at the York Recreation Complex are 85% complete.
- We have received 90% of the Civil and Landscaping plans for City Park Phase 2.

Planning & Zoning

➤ Permits, Site Plan Reviews, Inspections, Enforcement Data, and Impact & Capacity Fees

- Residential Construction Permits Issued: 37
- Commercial Construction Permits Issued: 3
- Construction Inspections Total: 364
- Certificate of Occupancy or Completion Issued: 29
- Code Enforcement Violations/Notifications: 18
- Total Impact Fees Collected: \$86,952
- Total Capacity Fees Collected: \$86,136

➤ Ongoing Developments Overview

#	NAME	LOCATION	ZONING	TOTAL UNITS	STATUS
1	Monterey Park	South Pacific and Hunter Street	R-5	157 Single Family Detached	Final plat has been approved for Phases 1 and 2; Staff comments issued regarding proposed final plat for Phases 3 and 4
2	Austen Lakes Phase 5	Black Highway	R-5	62 Single-family Detached	Final plat has been approved; the project is mostly completed
3	Abrial Ridge	Lincoln Road near YCHS	R-5	128 Single-family Detached	Final plat has been approved for Phase 1 and 2; house construction is proceeding quickly
4	Fergus Crossroads	Alexander Love Highway near Cooperative Way	PUD	243 Single-family Detached; 110 Townhomes; 3 Commercial parcels	Staff comments issued regarding proposed final plat for phase 1
5	Wilkerson Place	Cooperative Way	PUD	123 Single-family Detached; 22 Townhomes; 7 Commercial parcels	Staff comments issued regarding proposed final plat for phase 1
6	The Landings at White Rose	McFarland Rd and East Liberty St	R-5	40 Townhomes	Townhome construction is proceeding quickly; all permits have been issued
7	The Trails at Asbury Ridge	Black Highway & Alexander Love Highway	PUD	152 Single-Family Detached; 3 Commercial out parcels	Final plat for Phase 1 has been approved (29 lots)
8	Cannon Village	Fourth and Fifth Street	R5	100 Single-family Detached; 109 Townhomes	Preliminary plat is conditionally approved
9	Tradition at Spring Lakes	Springlake Road and Blessed Hope Rd	R5	153 Single-family Detached	Preliminary plat is conditionally approved
10	Bellina	Hunter Street near Hunter Street Elementary	R5	75 Single-family Detached	Preliminary plat is conditionally approved
11	Brighton Springs	Highway 5 near Park Place Rd	R5	173 Single-family Detached	Preliminary plat is conditionally approved
12	Pinckney Road PUD	Highway 321 and Old Pinckney Road	PUD	156 Townhomes; 126 Single-Family Detached; 1 Commercial parcel	Preliminary plat has been conditionally approved
13	Ratliff Heights	Kings Mountain Street/ Carroll Ave	R5	133 Single-Family Detached	PC Recommended approval of R5 rezoning/conceptual site plan; Council and BZA action pending
14	McFarland Estates	Devinney Rd and McFarland Rd	R5	159 Single-Family Detached	Preliminary plat is conditionally approved
16	York Meadows	Alexander Love Highway and Lincoln Rd	PUD	155 Townhomes; Commercial parcel	PUD rezoning/conceptual site plan approved

➤ Board & Commission Meetings Highlights/Updates

- Board of Architectural Review – 03/06/2023:
 - Historic District Wayfinding Signage City of York – Approved
 - 211 Kings Mountain Street (accessory building) – Approved
 - 217 East Jefferson Street (exterior renovations) – Approved
 - 122 A North Congress Street (restaurant exterior changes) – Approved
 - 970 East Liberty Street (façade renovations & wall and monument signage for Walmart) – Approved
 - 1145 Filbert Highway (wall and monument signage for Arby's) - Approved
- Board of Zoning Appeals – 03/13/2023:
 - A special exception request for a proposed single-family detached residential subdivision (Ratliff Heights) to be located at the intersection of Kings Mountain Street and Carroll Avenue– Tabled to the next BZA meeting
 - A special exception application for a cluster housing, a single-family detached residential project for property located off of Rose Street near Williams Street – Tabled to next BZA meeting
- Planning Commission- Special Meeting – 03/16/2023:
 - The Planning Commission and City staff reviewed and made final revisions to the proposed R8 and R9 Residential zoning district requirements.
- Planning Commission- Regular Meeting – 03/27/2023:
 - The Planning Commission conditionally approved preliminary plat submittals for the Cannon Village and Brighton Springs projects.

- With a few minor changes, the proposed R8 and R9 Residential zoning district requirements were finalized.
- Other Updates
 - Infovision Software Hosting, Support, and maintenance agreements were signed. The next steps are to schedule training for staff and software configuration.

Public Works

Sanitation (Tons)

Residential	221
Commerical	196
Recycling	18
Total Sanitation	435

Trash (Tons)

Brush	56
Trash	32
Leaf (Loads)	19
Total Trash	107

Streets

Sidewalk (LF)	0
Curb (LF)	0
Asphalt Laid (Tons)	0
Strom Drain Maint.	0
Signs Maint.	12
Total Streets	12

Public Utilities

- Work orders
 - Created: 59
 - Completed: 27
 - Incomplete: 32 (23 Pending Meter Installs)
- Locate Tickets
 - Created: 405
 - Completed: 87
 - Incomplete: 318
- Training & Certification
 - Brian Craig and Katherine Bumgardner completed eight hrs. of Trenching & Shoring/Confined Space training and are certified as Competent Men.
- Water & Wastewater Distribution Monthly Data Overview
 - *See Next Page*

CITY OF YORK
UTILITIES DEPARTMENT REPORT
March 2023

	This Month	Last Month	This Month Last Year	Year to Date
	March 2023	February 2023	March 2022	October 2022 - October 2023
Treatment (1,000 gal.)				
A. Water Treated	0	0	0	0
B. Sewage Treated	20,815,000	30,630,000	30,231,000	144,041,000
Wastewater Sludge (tons)	45	65	81	110
System Growth				
B. Water Taps (units)	5	4	0	19
C. Line Extensions (ft.)	150	300	160	1,310
D. Sewer Taps	1	2	4	12
E. Line Extensions (ft.)	0	0	210	220
F. Storm Drain Lines (ft.)	0	0	0	0
G. Irrigation Meter	2	0	0	3
System Maintenance				
A. Water Leaks	6	8	12	90
B. Sewer Repairs	3	3	2	24
C. Utility Cuts Made	4	6	7	50
D. Hydrants Replaced	3	0	0	0
E. Hydrants Repaired	3	0	0	0
F. Hydrants Flowed	27	3	8	58
G. Sewer line maintenance	24	20	37	166
H. Landscaped w/s cuts	18	6	5	47
I. Sand & Gravel (tons)	40	60	33	510
Meters				
A. Replaced	42	45	33	173
B. Repaired	30	20	9	96
C. Flow Tested	0	0	0	0
Overtime (hours)				
B. Waste Water Plant	0	5	0	50.75
C. Utility Maintenance	26.5	19.5	50	150
E. Meter Reader	26	7	58	83.25
Total Overtime	52.5	31.5	108	284


Utilities Director

- **Ongoing Developments & City Projects:** (* - Designates a City Project)
- **Asbury Ridge**
 - Site work and Utility work continues on Phase 3 & 4, weather permitting.
 - Home building ongoing in phase 1.
 - **Fergus Crossroads**
 - Water and Sewer testing have been completed.
 - All Roads and infrastructure are completed.
 - Lift Station is nearing completion. The backup power generator is not on site and holding up completion.
 - **Wilkerson Place**
 - Received final permit to operate water and sewer for the project.
 - Performed punch list walk-through and found multiple items to be addressed.
 - **Lake Caldwell*** (Total Project Budget \$1,200,000)
 - Comments from SCDHEC on 1/19/2023 from plans submitted in November of 2022 were addressed by Shield, Plans were redrawn and resubmitted on 2/17/2023. Awaiting comments from SCDHEC.
 - **Liberty Street Waterline Extension*** (Total Project Budget \$5,915,000)
 - Keck and Wood updated the alignment of the waterline from Congress St to Hwy 321 to reduce the cost of paving.

- Keck and Wood met with SCDOT District 4 staff David Gamble and Allison Love to discuss the project at 80% design. They are asking ways to reduce overlay cost by patching with a futures agreement between the City and SCDOT for paving in the area. This would require an alternate funding source.
- **Ratchford Water Tower*** *(Total Project Budget \$416,000; COMPLETED)*
 - All repairs to the damage have been completed, the tower is full and functioning.
 - Crews are closely monitoring the cycles to work out any problems that may arise with the new hardware.
- **Lake Caroline Upper and Lower Dam*** *(Total Project Budget \$400,000)*
 - Topographic Surveys have been completed.
 - The Boring rigs for geotechnical analysis will be on site in March to complete that portion of the work.
- **Reading St. Waterline Extension*** *(Completed January 2023)*
 - Permit to operate was received by SCDHEC.
 - Faulkner Development finished all bores and tie-ins to existing residents on Reading St.
 - Landscaping, Driveways, and ROW restoration have been completed.
 - The line is fully operational.
- **Lincoln Rd. Sidewalk Project*** *(Total Project Budget \$795,000)*
 - Field Survey and Topographical Survey are 95% complete.
 - Subsurface Utility location is 75% complete.
 - ESP is moving forward with the design based on SCDOT conceptual cross-section that was agreed upon.
 - Planimetric layout and preliminary grading have been completed, and plans are 50% complete.
 - ESP is finalizing the grading and drainage, traffic control measures, and ADA compliance.
 - When final plans are near 70% completed, permitting for culvert extension will begin.
 - FPA for the project was reviewed, signed, and returned to SCDOT for approval.
- **Railroad Ave. Sidewalk Project*** *(Total Project Budget \$502,000)*
 - Technical Assistance meeting was held with COG and RIA on 3/28/2023.
 - Environmental study of the project has been completed.
 - Contract for the Engineering Firm Campco was sent to the Department of Commerce for approval.
- **Fishing Creek WWTP** *(Total Projected Budget \$10,535,000)*
 - Davis and Floyd submitted a final set of preliminary drawings for the Fishing Creek WWTF Improvements for our review. The set incorporates changes discussed during meetings and an initial review period. These changes include the location of the Digester blowers and the Septage receiving station. No changes were made to the Opinion of Probable Cost or the Project Manual Table of Contents during this review period.
 - The desired pump curves were found from existing O&M manuals.
 - Staff visited Pageland WWTF to see the Adritz Belt press that has been proposed on 3/2/2023.
 - The plant generator was sized for 48 hours of continuous runtime.
 - A team from Duperon came to the plant on 3/24/2023 to look at the influent bar screen system and the Davis and Floyd has received 3 different proposals for configuration based on that visit.
 - A progress meeting is scheduled for April and review comments will be given to Davis and Floyd.